

Centennial City Clerk

Monthly Report

APRIL 2014

Activity

City Council Meetings

The City Clerk and Deputy City Clerk staffed one City Council meeting in April and two Budget Workshops. Audio recordings of each meeting and approved minutes are available via the city's web site at www.centennialcolorado.com.

The City Clerk's Office organized two Friday Focus meetings for City Council members in April. Topics presented by staff were Finance and Administrative Services. The City Clerk's Office participated in the Administrative Services presentation with a hands-on tutorial of Public Records searches on the website and an overview of the public records request process.

Boards and Commissions

The City Clerk staffed two ad hoc Appointment Committees in April, the Board of Review and the Planning and Zoning Commission. Because only the incumbents applied for positions on the Board of Review, interviews were not held. Eight applicants were interviewed for the Planning and Zoning Commission.

Elections Commission

The Election Commission met on April 22nd. They discussed bylaws, the 2014 Election Calendar from Arapahoe County and Mail-Ballot drop off dates and processes.

Liquor Licensing

The Liquor Licensing Authority did not meet in April.

One new application for Hotel/Restaurant Liquor License was submitted to the City Clerk's Office in April from Fins and Noodles LLC, dba Fins & Noodles, 7530 S. University Blvd. #150. A Public Hearing for this application will be held by the Liquor Licensing Authority on June 5, 2014.

Sixteen (16) renewal applications were processed by the Deputy City Clerk in April.

Three (3) applications for Use Restriction Exemptions for shelter rentals in Centennial Center Park were received and processed in April.

Passports

One-hundred twenty-four (124) passport applications were accepted and sent to the U.S. Department of State in April. Sixty-seven (67) photos were taken.

Public Records Request

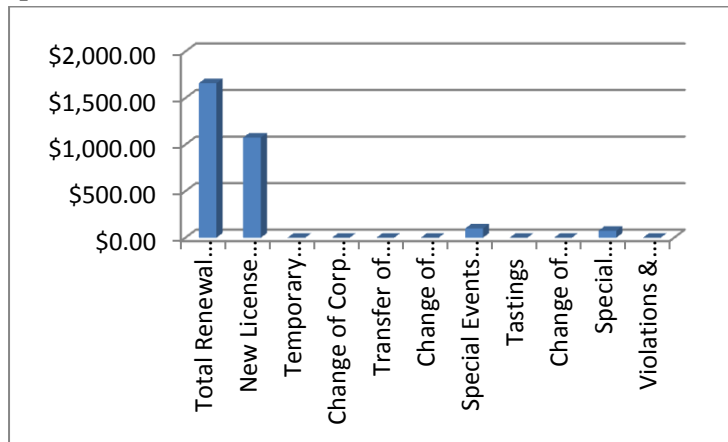
The City Clerk's office processed ten (10) public records requests in April. All requests were completed in a timely manner according to the Colorado Open Records Act.

Fees

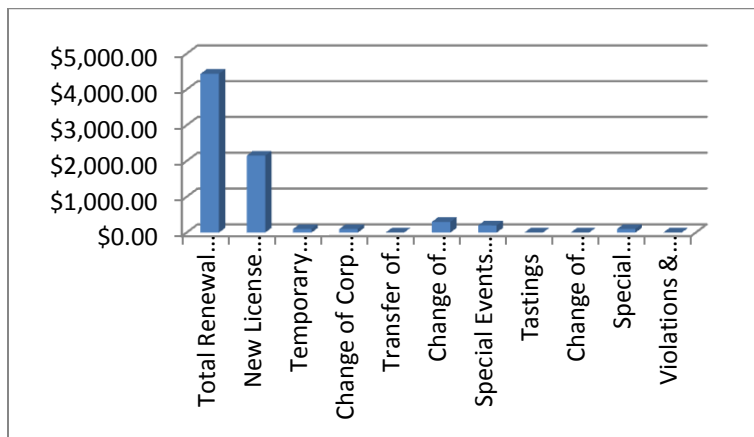
Liquor Licensing

Total Licensing Fees Collected April 2014: **\$ 2,883.75**

April 2014



Year to Date: **\$ 7,362.50**



Passports

Total Passport Fees Collected April 2014: **\$3,770.00**

Execution Fees to the City of Centennial: \$3,100.00

Photo Fees Collected: \$670.00

Public Records Request

Total Public Records Request Fees Collected April 2014: **\$ 91.75**

Year to Date Total Fees Collected 2014: **\$ 151.75**

Total Fees Collected by the City Clerk's Office Year to Date (2014): \$41,069.25

LIQUOR LICENSING FEES	OPEN RECORDS REQUEST FEES	PASSPORT FEES	PAWNBROKER FEES
\$4,478.75	\$151.75	\$30,830.00	\$ 2,715.00

